2 8 AUG 1984

MEMORANDUM FOR: Director of Data Processing

FROM: [   ]   25X1
Acting Executive Secretary, Honor and Merit Awards Board

SUBJECT: Certificate of Merit - [   ]   25X1

1. I am pleased to note that you have approved award of the
Certificate of Merit to [   ] in recognition of   25X1
her exceptional achievements for the Agency. Please inform her
of the award, of the security provisions governing it as set forth
in the attached memorandum from the Security Advisor, Honor and
Merit Awards Board, and advise her that the Protocol Branch, Office
of Personnel, will contact her to arrange presentation of the award.

2. We are committed to present awards as soon as possible
after their approval. When you have contacted the awardee, please
ask a member of your staff to mail the attached "Return Copy" of
this memorandum to the Protocol Branch, indicating the date of your
notification and a telephone number on which the awardee can be
reached.

/s/

[   ]   25X1

Attachments

ESD/PE [   ] (22Aug84)   25X1

Distribution:
 0 - Addressee
 1 - Addressee (for return to Protocol Branch)
 1 - OPF w/Form 600 and narrative
 (1)- ExecSec/HMAB
 1 - DDA

UNCLASSIFIED when separated
from CONFIDENTIAL attachment

CONFIDENTIAL

10 August 1984

TO:

VIA: Recorder
           Honor and Merit Awards Board

SUBJECT: Security Reminders

25X1

Congratulations from the Office of Security.

As you are a recipient of an Agency award, the following security reminders are provided for your assistance:

     ° It is left to your judgment as to who outside the Agency may be told of your award. **Close friends and immediate family are suggested**

25X1
25X1

     ° **Specific details underlying the granting of the award shall not be released outside the Agency. This, of course, is to protect Agency sources, methods and activities. Also, information about the award shall not be released directly to the public information media.**

You are cordially invited to address all inquiries of a security nature concerning your award to the Board or you may wish to contact the undersigned directly on extension

25X1

FOR THE DIRECTOR OF SECURITY:

25X1

                     Security Advisor
                     Honor and Merit Awards Board

Original - Addressee
   1 - Exec. Sec HMAB
   1 - ODP
   1 - Subject's File

25X1
25X1

C O N F I D E N T I A L